

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3300.1A

Effective Date: April 08, 2005
Expiration Date: April 08,
2010

[Printable Format \(PDF\)](#)

Subject: Appointment of Personnel To/From NASA

Responsible Office: Office of Human Capital Management

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |
[Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [ALL](#) |

Chapter 8. Interagency Detail of Civilian Employees

8.1. References

- 8.1.1. 42 U.S.C. 2473 (The National Aeronautics and Space Act of 1958), Section 203(C)(6), as amended.
- 8.1.2. 31 U.S.C. 1535.
- 8.1.3. 5 U.S.C. 3341-3343.

8.2 Responsibility

- 8.2.1. The detail or extension of details of NASA employees to the White House requires the approval of the Administrator.
- 8.2.2. The detail or extension of details of NASA employees to congressional committees or congressional staffs requires the approval of the Office of Legislative Affairs.
- 8.2.3. The detail or extension of details to international organizations must be coordinated with the International Relations Division, Office of External Relations.
- 8.2.4. The nonreimbursable interagency detail of employees requires the approval of the appropriate appointing authorities, in coordination with the responsible officials of other agencies and departments (e.g., the Human Resources and Security Offices).

8.3 Introduction

- 8.3.1. The detailing of civilian personnel, whether reimbursable or nonreimbursable, from other Federal agencies and departments to NASA and from NASA to other Federal agencies and departments is to be mutually beneficial to the organizations involved and should be kept to an essential minimum and within the shortest practicable time limits.

- 8.3.2. All actions taken under these authorities are subject to review by the Headquarters Office of Human Capital Management.

8.4. Procedures

- 8.4.1. The gaining agency or department will perform the following:

- a. Prepare the request and obtain approval. The request must contain the following:
 1. The employee's name.
 2. Title.

3. Grade and salary.
4. Location of current and proposed assignment.
5. Reimbursement or nonreimbursement information.
6. Required security clearance information.
7. Need for the detail.
8. A statement of work to be performed or a position description.
9. Duration (beginning and ending dates) of the detail.
 - b. Notify the appropriate security officer of arrival and departure of the detailee.
 - c. If reimbursable, process a purchase request to transfer funds upon completion of a satisfactory detail.
 - d. Provide any required travel orders (unless otherwise provided for in the agreement).
 - e. Submit time and attendance reports to the losing agency or department.

8.4.2. The losing agency or department will perform the following:

- a. Agree to the request.
- b. Document assignment (if over 30 days) in the employee's official personnel file.
- c. Maintain time and attendance reports, and pay the detailee.
- d. Maintain appropriate contact with the detailee.

8.5. Reporting Requirement

8.5.1. Regardless of whether the detail is reimbursable or nonreimbursable, the employee is counted in the Full-Time Equivalent/Work Year Civilian Employment Report (SF-113g) of the losing agency or department. This is not negotiable in interagency agreements.

8.5.2. Center Human Resources Offices must maintain records on incoming and outgoing details for a period of 2 years beyond the ending date of the detail. The information must include:

- a. Name of detailee.
- b. Organization to which detailed (if a NASA employee) or organization from which detailed (if a non-NASA employee).
- c. Period of detail.
- d. Whether or not the detail was reimbursable.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |
[Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [ALL](#) |

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

DISTRIBUTION:
NODIS

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
